State Library of North Carolina – Library Services and Technology Act

LSTA PROGRAM GUIDELINES and APPLICATION
for 2017-2018 Project Grants, revised 02/02/17

Library Services and Technology Act (LSTA) funds are awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina's LSTA program information is available at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>.

Libraries are invited to apply for funding that supports a program or service idea that will solve a specific problem or meet an identified need of the library's current or future users. Grant categories have been eliminated this year, allowing libraries to focus on meeting their users' needs by developing a project that has a beginning, a series of activities spread out over the funding period, an end, and an evaluation that measures how well the goals were met. This change provides an opportunity for libraries to identify one of the goals from North Carolina's LSTA Five Year Plan that the project will address and "Pitch an Idea" in a new application format.

IMPORTANT DATES

Early September 2016	Annual Program Plan posted Program Guidelines and Application posted Letter of Intent Instructions and Application posted
November 1, 2016	Letter of Intent Applications due
December 15, 2016	Letter of Intent applicants notified
Ongoing – February 10, 2017	Submit GMS Access Form required to create User ID **Complete this step ASAP**
February 8, 2017	New Grants Management System (GMS) online application opens Click here to access the Grants Management System
February 8, 2017	GMS online help guide available
February 24, 2017	**Applications due** EZ Grants and Project Grants
June 8, 2017	Grant awards announced

DOCUMENT OUTLINE
Section 1, General Guidelines
Section 2, Funding Examples
Section 3, Pitch an Idea Application Instructions
Section 4, Additional Questions

Section 1, GENERAL GUIDELINES

ELIGIBLE LIBRARIES
An eligible library or organization may submit up to three applications each year. A "library" is the eligible public library system or administratively separate library in an academic institution. A public library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An academic institution is the parent institution of the library (e.g. UNC-Greensboro). Administratively separate libraries in an academic institution are those libraries with separate administrative and reporting structures within the institution (e.g. the University Library and the Law Library at UNC-Chapel Hill).

The following North Carolina libraries are eligible to apply for these grants:
- public libraries that meet the eligibility requirements for the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving member institutions of the North Carolina Independent Colleges and Universities; and
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers).

LSTA FIVE YEAR PLAN GOALS
Applicants will select ONE goal from North Carolina's LSTA Five-Year Plan that this project supports.
Goal #1, Partnerships and Collaboration. North Carolina libraries will partner with each other, with businesses, and with other organizations to extend their reach and enhance their capacity.
Goal #2, Continuing Education. North Carolina library staff will have the necessary planning and learning opportunities that enable them to provide exceptional library programs, services, and resources.
Goal #3, Literacy and Lifelong Learning. North Carolina libraries will equip users for success in life, school, and work through library programs and services that support literacy and lifelong learning.
Goal #4, Access, Digitization, and Preservation. North Carolina libraries will expand access to information resources by strengthening, sharing, digitizing and preserving our valuable and unique collections.

PREPARATION
Prior to applying for a grant, prospective applicants should have:
- Assessed the community to be served and considered/contacted local organizations already representing and serving that community;
- Clearly identified a need of current or future library users and determined a program, or service (the project) that has a beginning, a series of activities spread out over the funding period, an end, and an evaluation that measures how well the goals were met.
- Compiled quantitative (numerical/statistical) and qualitative data to support the need for the proposed project;
- Demonstrated that the proposed activities support the needs of the specific audience;
- Determined that the proposed project is consistent with the library's (and any partner's) long-range plans, strategic priorities, and local or institutional policies;
- Determined whether the project should be single-year or multi-year (up to three years in length);
- Established relationships with partners (if any) in the proposed project;
- Involved all the stakeholders, including the target audience and partners (if any) in project planning, decision-making, and proposed implementation;
- Obtained the support and commitment of the applicant's governing and/or funding bodies regarding sustainability of services once the grant funding has ceased; and
- A permanent library director. This is preferred for all applications but it is required for Planning Grant applications. An interim director indicates a period of transition for the library and a library with an interim director would not be awarded a Planning Grant.

IDENTIFYING THE NEED AND TARGET AUDIENCE
The need should be clearly identified and focused on current or future library users. Answers to the following questions will help to bring this out:
- What is the problem you are trying to solve?
- How do you know this is a problem? Have there been complaints, what have you observed, what leads you to believe this is the problem and not something else?
- How will this idea, implemented in this way, solve the stated problem?

Specific groups of current or future library users or non-users (audiences) in the library's service area that may be targeted through this program are:
- the library's primary users or audience (i.e. the legal service area for a public library; students, faculty, and staff for an academic library);
- individuals of diverse geographic, cultural, and socioeconomic backgrounds;
- individuals with limited functional literacy or information skills;

- individuals with disabilities;
- persons having difficulty using a library;
- underserved urban and rural communities; and
- children from families with incomes below the poverty line.

ALLOWABLE EXPENDITURES – the following list is not exhaustive, but includes most items.
- Consulting or contractual services – applicants must select the consultant before the application is submitted and demonstrate in the application that the proposed consultant is qualified to perform the needed work or service; the selected consultant is subject to State Library approval;
- Evaluation to show the extent to which the project has met its goals;
- Furnishings** that are necessary to support the project;
- Hardware, software, and/or technology** necessary to support the project;
- Indirect costs;
- Library materials** that are necessary to support the project;
- Outsourcing for digitization of specialized items may be allowable when provided with the rationale for doing so and showing that this approach is appropriate and cost effective;
- Postage and printing costs for project materials;
- Salaries and benefits for temporary staff to be employed for the project OR temporary staff to be employed to cover duties of full-time personnel while the full-time person works on the project. Temporary staff means part-time or full-time personnel hired specifically to help carry out the project, or additional hours for existing part-time staff. The project description should clearly explain the need for added staff.
- Supplies necessary to support the project;
- Travel and/or training expenses related to the project for library or project staff; and
- Other expenses that are reasonable and necessary to support the project.

**Funds for any of these items may be requested under this grant program when combined with a program or service that is the primary purpose of the project; acquisition of these items should not be the primary purpose of the project.

Note: While **promotional activities** are an important aspect of many projects, there are federal restrictions limiting promotional and marketing costs. Applicants are encouraged to review the IMLS Guidance – Advertising, PR, Promotional Materials document and discuss any questions regarding allowability of proposed expenditures for promotional efforts with State Library staff.

Grantees are required to conduct all procurement transactions in a manner providing full and open competition consistent with the federal standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

UNALLOWABLE EXPENDITURES – the following list is not exhaustive, but includes most items.
- Architectural plans for existing or new buildings;
- Collection development activities;
- Construction or pre-construction planning;
- Construction or renovation of facilities (generally, any activity involving contract labor in the construction trades is not allowable);
- Conventional arrangement, description, or cataloging of materials;
- Costs associated with content management systems (such as CONTENTdm);
- Digitizing runs of newspapers;
- Events, festivals, staff training, or acquisition of collections when any of these are the majority of requested funds;
- Fundraising costs;
- General advertising or public relations costs not specific to LSTA funded activities;
- General operating support;
- Ongoing expenditures such as subscriptions, utilities, Internet access, or other services;
- Pre-award costs;

- Preservation activities or materials (reformatting of media, preservation enclosures including boxes and folders, etc.);
- Promotional items and memorabilia including gifts, incentives, and souvenirs;
- Refreshments, entertainment, ceremonies, receptions, or social events;
- Retrospective conversion of catalog records;
- Salaries, wages, and/or benefits for existing full-time employees;
- Services or software licenses that extend beyond the project's June 30 funding period; and
- Other expenses prohibited by state or federal regulations.

PARTNERSHIPS
Partnerships are encouraged though not required and a reduced match may be available when the project has partners. To qualify for a reduced match, a partner is defined as a library or non-library entity that will contribute specific deliverables to the project in a new or expanded way than has previously occurred with the partner; Friends groups or county departments that already support the library in some way do not meet this definition of a partner. A deliverable may be a cash amount or in-kind contribution such as donated personnel, training space, transportation, supplies, materials, printing, or other items to be used in implementing the project.

All parties involved will want to be clear about the roles and responsibilities of each partner. For example, if a partner will provide training be sure there is agreement on the expected quantity and frequency of classes, etc. such as 2 one hour classes will be taught each month, totaling 20 classes over 10 months. To verify the partner's contribution, all partner organizations (except the applicant library) will be required to complete and sign a LSTA Partner Statement Form to document the partner's deliverables to the project. The form will be provided with the Grant Agreement to libraries that identified partners and proposed a 10% match in their application.

If there are agencies and organizations that might be considered as obvious partners for the proposed project but that are not included in project development or implementation, the exclusion of such an organization should be explained. The applicant must demonstrate knowledge of other agencies and organizations that may also provide services to the targeted audience and must show that they were, at a minimum, considered during the planning and grant writing stages of the project.

A collaborative project must be led by a library that will manage the entire project, including making the initial application, acting as fiscal agent, serving as primary contact for the project, maintaining records and paperwork generated by the grant, assuring the successful implementation of the project, and taking responsibility for completion of final reports. Only libraries may apply for these grants.

Relationships between the partnering institutions are the responsibility of the partners. The lead/applicant library is responsible for establishing and enforcing any agreements or contracts with partnering institutions, including matching funds commitments and/or who will retain use or ownership of any equipment after the funding period is over.

GRANT FUNDS
EZ Grants are for single year projects. The **minimum** that may be requested is $5,000; the **maximum** is $50,000.

Project Grants have a two-step process requiring 1) a Letter of Intent (LOI) Application and 2) a full application after the LOI is approved. These grants are for more complex projects that may be single or multi-year and are funded at a higher level than EZ Grants. The **minimum** that may be requested for Project Grants is $50,000; the **maximum** is $100,000 for single year projects and $150,000 per year for multi-year projects.

Any costs above the award amount are the responsibility of the local library.

Funds requested must be for reasonable, necessary, and allowable costs to achieve the project's goals; the application must provide rationale to support how the proposed expenditures were determined and why each is needed to achieve the stated goals.

Commitments or expenditures of grant funds may not be made until after the library representatives and the State Librarian sign the grant agreement or July 1, whichever is later.

MULTI-YEAR PROJECT GRANTS
- Multi-year Project applications may be submitted for a maximum of three years.
- Funding is awarded for one year at a time; no project will be guaranteed funding for the second or third years.
- Applicants must address plans for sustainability of the program or service after the funding period is over.
- In an effort to move the project toward sustainability, the local contribution for all Multi-year Project Grants will increase to 33% in the second year of LSTA funds (a ratio of 1 to 3) and to 50% in the third year of LSTA funds (a ratio of 1 to 2).
- Multi-year Projects require quarterly reports and a mid-year monitoring visit before the second or third year's application may be submitted.
- Factors that will determine funding for a second or third year include the grantee's effectiveness in managing the project such as meeting specified deadlines, completing various reports, etc.
- Once a Multi-year Project Grant has been awarded, the Letter of Intent is not required for future years of that project.
- The State Library recognizes that a commitment for future years' matching funds may not be possible; the intention to provide matching funds in year two or three will suffice in the first year of the application.

MATCHING FUNDS
All grant categories require matching funds totaling 25% of the LSTA award amount; a reduced match of 10% is available when the project has eligible partners (see PARTNERSHIPS section). Matching funds:
- Consist of cash expenditures paid by the library.
- May come from a combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Federal funds may **not** be used as match.
- May only be spent for allowable expenditures.
- Must be available at the time a funded library signs the grant agreement.
- Must be spent during the funding period from July 1 – June 30.
- The source(s) of matching funds must be clearly identified in the grant application.
- Indirect Costs may not be charged against Matching Funds.
- All or part of Indirect Costs may be applied as match in lieu of payment to the library.

To calculate the required match, select method #1 or #2:
1. If the maximum LSTA Amount is requested, multiply that amount by 25% or 10% to determine the required match.
2. If the maximum LSTA Amount is not requested, add all of the budgeted costs together to obtain a Total. Divide the Total by 5 for a 25% match or 11 for a 10% match to determine the required match.

COST SHARE for salary and benefits of existing full-time staff who will work on grant funded activities is allowable as follows:
- Cost share may be used for up to 25% of the required match.
- Applicants must indicate the role of existing full-time staff member(s) with regard to the project and the hourly pay rate x the number of hours the staff member will work on the project; benefits calculations should be listed separately (not as a lump sum).
- To be credited toward the match, cost share must be indicated on the Reimbursement Request Form. Supporting documentation must be included that provides the name of the staff member, the duties they performed supporting the project, and the hourly pay rate x the number of hours the staff member has worked on the project; benefits calculations should be listed separately (not as a lump sum).
- For example, if the required match is $10,000, the maximum cost share that may be applied is $2,500 if the full award is claimed.

INDIRECT COSTS
Indirect Costs may only be charged against LSTA funds and supporting documentation is required; Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

What are Indirect Costs? Indirect Costs are unrecovered expenses incurred by a library as a result of being awarded a grant such as the costs for general telephone service, general utilities, postage, office supplies, office space expenses, various equipment, etc. as well as administrative or financial operations such as payroll or purchasing. For example: salaries for HR staff that help hire a grant funded position, the electricity costs for keeping a building open longer for a program, and costs to issue a paycheck for grant funded staff may all be Indirect Costs.

Each applicant library must select one of the following options.
- Option 1: The library chooses not to include Indirect Costs.
  This means the library will not ask for reimbursement of indirect cost related to this grant.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement. If you are unsure whether the 10% option applies to your library and you would like to consider it, consult the regulations below and your organization's grants, finance, and/or legal department to determine how to proceed. <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl>
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement.

GRANT PAYMENTS
Grant payments are made on a reimbursement basis. Libraries pay expenses using local funds, and are then reimbursed for actual, documented expenses up to the grant award amount.
- Grant reimbursements will only be paid for expenses incurred after July 1 AND a fully executed grant agreement is in place; no grant or matching funds may be committed or expended until library representatives and the State Librarian have signed the grant agreement.
- Grantees are expected to submit the required Reimbursement Request Form with appropriate documentation of eligible grant and matching expenditures at least quarterly; on or before October 15, January 15, and April 15.
- Grantees are expected to request a minimum of seventy-five percent (75%) of the award amount and provide documentation for seventy-five percent (75%) of the required match by April 15.
- All grant and matching funds must be spent by June 30.
- Final reimbursement requests are due by July 15.

APPLICATION AND REVIEW PROCESS
- Eligible libraries may submit up to three applications per year.
- State Library Consultants are available to provide feedback throughout the application process and to review complete draft applications through mid-February.
- To be eligible, all grant application documents must be received online by 2:00 PM on the due date.
- Only **complete** applications from eligible libraries will be considered.
- Funded applicants will be notified in June and listed on the State Library's LSTA web page.

PROJECT GRANTS

Project Grant applications require two steps:
Step #1 – Libraries interested in applying for a Project Grant must submit a Letter of Intent (LOI) Application describing the proposed project by **November 1, 2016**. The Letter of Intent is a preliminary step that allows the applicant to receive guidance from the State Library and LSTA Advisory Committee before submitting a full application. This process helps ensure that the project concept meets the guidelines and provides feedback to applicants that will help strengthen the application. Only libraries with an approved Letter of Intent may apply for a Project Grant. State Library Consultants, State Library Senior Management, and the LSTA Advisory Committee review the Letter of Intent Applications. The LSTA Advisory Committee considers the applications, along with comments from other reviewers, and makes recommendations to the State Librarian regarding which LOIs should be approved to submit a full project grant application. The State Librarian will make final decisions.

Step #2 – Libraries approved to submit a full application will be notified in December and directed to the Project Grant Application which is due by **February 24, 2017**. Eligible applications will be reviewed and evaluated by State Library Consultants, State Library Senior Management, and the LSTA Advisory Committee according to the grant program criteria.

The LSTA Advisory Committee considers the applications, along with comments from other reviewers, and makes recommendations to the State Librarian regarding funding. The State Librarian will make final funding decisions.

REQUIRED REPORTS
Each LSTA grant award requires submission of an online final report to the State Library by **August 31**. The report will include a review of the project's accomplishments, the outcomes/benefits for users, and information about how grant and matching funds were spent. Please review the printer friendly version of the 2015-2016 LSTA Final Report Form in order to develop an evaluation and reporting plan.

Planning Grants will submit a final copy of the written plan to the State Library with their Final Report; it will be kept on file in accordance with federal records retention requirements.

CIPA CERTIFICATION AND COMPLIANCE
Public libraries must be CIPA compliant if the project involves funds for any technology that will provide access to the Internet. One original of the Internet Safety Certification document must be provided after grant awards are made; do not send CIPA documents with the Grant Application. Information about CIPA Compliance is available at <http://statelibrary.ncdcr.gov/ld/grants/lsta/cipa.html>.

SUBMISSION OF GRANT APPLICATIONS
Complete applications must be received online by **2:00 PM** on the due date. Only complete applications are eligible for consideration.

A complete application includes:
- an online Signature Page, with required signatures;
- an online application; and
- a complete set of any supplemental information or documents, if applicable.

SELECTION CRITERIA
- All applications must be user-centered, not library-centered. A user-centered application will focus on delivering library programs and services that are based on the needs of the library's target audience of current or future users. Representatives of the target audience should be included in developing the project plan. For example: include members of the target audience on a planning committee, invite them to serve in an advisory capacity, conduct interviews or focus groups with them, etc.
- The application must provide clear, complete information in response to each number in the Application Instructions and Application Form.
- Funds requested must be for reasonable, necessary, and allowable costs to achieve the project's goals; the application should provide rationale to support how the proposed expenditures were determined and why each is needed to achieve the project goals.
- The number, type, and total dollar value of prior LSTA grants the library has received, or is presently involved in, may be a factor in selecting applications for funding.
- The applicant library's management of prior LSTA grants (such as meeting specified deadlines, completing various reports, etc.) may be a factor in selecting applications for funding.

QUESTIONS?
Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, at 919-807-7423 or raye.oldham@ncdcr.gov.

Section 2, FUNDING EXAMPLES
Below each goal are descriptions and examples of fundable programs and services.

Goal #1, Partnerships and Collaboration. North Carolina libraries will partner with each other, with businesses, and with other organizations to extend their reach and enhance their capacity.

When this goal is selected, Partnerships and Collaboration should be the primary objective / result. Another goal should be selected when one of the following goals also applies to the project and Partnerships and Collaboration play a supporting role.

Goal #2, Continuing Education. North Carolina library staff will have the necessary planning and learning opportunities that enable them to provide exceptional library programs, services, and resources.
Planning grants will consist primarily of expenses for consulting assistance, will result in a written plan, and may be used for any of the following types of planning:
- Analysis of processes or workflows for improvement of services to current or future library users;
- Assessing archival and special collections and creating plans for digitizing them;
- Planning for a new integrated library system (ILS), which may include development of a RFP;
- Space Needs Planning to improve or expand services to current or future library users;
- Strategic Planning for Technology;
- Strategic/Long-Range planning for programs and services for current or future library users; or
- Other planning necessary to prepare an application for an LSTA Project Grant, such as:
  - Developing collaborative relationships among libraries as well as between libraries and other organizations in the community in preparation for an LSTA Project Grant;
  - Assessing community needs in preparation for launching a new service or program through an LSTA Project Grant;
  - Content selection and workflow planning in preparation for digitization; or
  - Preparing for a multiyear project, which requires careful consideration of issues that are likely to affect a longer term project, especially if partnering with other libraries or institutions.

Note: A permanent library director must be in place in order to apply for Strategic/Long Range Planning. An interim director indicates a period of transition for the library and a library with an interim director would not be awarded a Strategic Planning Grant.

Goal #3, Literacy and Lifelong Learning. North Carolina libraries will equip users for success in life, school, and work through library programs and services that support literacy and lifelong learning. Literacy is described as the ability to read, write, and interact across a range of platforms, tools, and media; and it encompasses information literacy, computer literacy, digital literacy, and more. Lifelong learning is an attitude of continuous learning. Engaging learners of all ages may be achieved through formal, informal, and self-directed learning opportunities. Programs/services in this category may:
- Emphasize libraries as centers for civic engagement and productive aging;
- Focus around topics such as parenting, computer use, technologies beyond computers, personal health information, personal finance, job skills, etc.;
- Promote interest in grade-level reading, science, technology, engineering, math, etc.; and
- Reach adults whose lack of computer skills are barriers to employment.

Project examples include, but are not limited to:
- A mobile laptop training lab to offer computer literacy courses, or other topics as needed;
- Basic computer or technology instruction provided in the library or in another agency;
- Computer literacy programs to address the employment, personal finance, consumer health, and/or educational needs of an identified target audience;
- Development and delivery of a curriculum for language and literacy skills to help language learners better articulate their health care needs; and
- Workplace literacy workshops provided in the library, at the workplace, or in another agency.

Goal #4, Access, Digitization, and Preservation. North Carolina libraries will expand access to information resources by strengthening, sharing, digitizing and preserving our valuable and unique collections.
Project examples include, but are not limited to:
- A new ILS (integrated library system) online catalog;
- Digitization activities that:
  - Demonstrate a demand for online access to the selected materials;

- ► Focus on topics in specific collections or groups of materials important to the local community or the cultural heritage of North Carolina (content of broad significance and interest is strongly preferred);
- ► Produce digital images of primary materials (manuscripts, artifacts, artwork, photographs, rare books, broadsides, pamphlets, etc.) that contain a minimum of 2,000 items and presentation of the images and contextual information via the Internet, and/or
- ► Convert existing finding aids for archival or manuscript collections and present encoded finding aids online. Conversion must include encoding using EAD (Encoded Archival Description) and/or other metadata schema as appropriate.
- Implementation of RFID (radio frequency identification technology).

All digitization projects supported by LSTA funds will be required, upon completion, to share item-level metadata with the Digital Public Library of America through the NC Digital Heritage Center. Click here for more information about how this works.

The North Carolina Digital Heritage Center (NCDHC) is a statewide digitization and digital publishing program housed in the North Carolina Collection at the University of North Carolina at Chapel Hill and is supported, in part, by the State Library with LSTA funds. The NCDHC works with cultural heritage institutions across North Carolina to digitize and publish historic materials online. Support from the State Library enables the NCDHC to offer these services at no cost to participating libraries. A grant application is not required for organizations to work with the North Carolina Digital Heritage Center. However, an LSTA grant will assist organizations interested in managing all aspects of a digitization project that need assistance getting started and wish to do some digitization on their own. Libraries interested in hosting their own digital projects are encouraged to consult with the Digital Heritage Center at digitalnc@unc.edu or 919-962-4836 to regarding general planning, timing and sequence of project activities, designing workflow, selecting equipment/software, publishing the digitized items online and/or with any questions.

Section 3, PROJECT GRANT - PITCH AN IDEA APPLICATION INSTRUCTIONS
The State Library is implementing a new online Grants Management System (GMS), developed by the NC Department of Transportation (NCDOT), for all LSTA Grant Applications.
A. **Complete this step ASAP:** Libraries interested in applying for an LSTA grant must obtain a User ID by completing a **GMS Access Form**, which is now available. Only authorized users with a User ID will be able to enter information into the LSTA portion of the Grants Management System, so this step is required. User IDs should not be shared. A separate form is required for each user and each organization is allowed up to 3 authorized users, one of which must be the library director.
B. Be familiar with and understand the General Information in Section 1; contact the State Library with any questions.
C. Prepare responses to the numbered items below and save them to copy/paste into the GMS Application Form, which will be available on February 8, 2017.
D. The LSTA Online Signature Page will be ~~automatically~~ generated by the GMS. However, if your organization requires more than 3 weeks to obtain required signatures, complete and submit this LSTA Online Signature Page then upload the signed Signature Page with your application.
E. Upload additional/supplemental information with your application, as needed.
F. All materials must be received by 2:00 PM on the due date.

1. **LSTA FIVE YEAR PLAN GOAL** (use response from Letter of Intent Application)
Select ONE goal from North Carolina's LSTA Five-Year Plan that this project supports. Note, depending on the goal selected or amount of funds requested, responses to additional questions may be required. See Section 4 for ADDITIONAL QUESTIONS.

Goal #1, Partnerships and Collaboration.
EZ Grants require full application below;
Project Grants require full application below plus PR1.
Goal #2, Continuing Education.
EZ Grants require full application below plus PL1 - PL2 for Planning Grants;

Project Grants require full application below plus PR1 and PL1 - PL2 for Planning Grants.
Goal #3, Literacy and Lifelong Learning.
EZ Grants require full application below;
Project Grants require full application below plus PR1.
Goal #4, Access, Digitization, and Preservation.
EZ Grants require full application below;
EZ Digitization Grants require full application below plus D1 – D3;
Project Grants require full application below plus PR1;
Digitization Project Grants require full application below plus PR1 and D1 – D9.

2.   TYPE OF GRANT (use response from Letter of Intent Application)
Select ONE in Application Type field.
EZ Grant
Project Grant
Special Project Grant

3.   LIBRARY USERS AND NEED (use response from Letter of Intent Application; a. and b. must be entered separately)
a.   Who are the current or future library users this project will benefit?
b.   State the need and describe how the need was determined.

4.   INTENDED OUTCOME (use response from Letter of Intent Application)
Select ONE Intended Outcome from the list provided below that best represents the purpose of your project and provide 1-2 sentences that explain why you selected that Intended Outcome for your project.
Civic engagement
Improve users' ability to participate in their community.
Economic & employment development
Improve users' ability to use resources and apply information for employment support.
Improve users' ability to use and apply business resources.
Human services
Improve users' ability to apply information that furthers their personal, family or household finances.
Improve users' ability to apply information that furthers their personal or family health & wellness.
Improve users' ability to apply information that furthers their parenting and family skills.
Information access
Improve users' ability to discover information.
Improve users' ability to obtain and/or use information resources.
Institutional capacity
Improve the library workforce.
Improve library's physical and technology infrastructure.
Improve library operations.
Lifelong learning
Improve users' formal education.
Improve users' general knowledge and skills.

5.   PROJECT DESCRIPTION (use a – f and responses from Letter of Intent Application to address each question)
A project has a beginning, a series of activities spread out over the funding period, an end, and an evaluation that measures how well the goals were met. Provide responses to each of the following that will cover the entire scope of the project.
a.   What do you want to do to solve or address the problem stated above in #3? Include target numbers for what will be better or different for library users. For example: How many classes do you plan to offer? How many participants are expected to attend? How many additional computer hours will be available to library users? How many additional library users will be able to use the computers?
b.   Why was this solution selected, why not something else?
c.   Project partners, if applicable: provide the name of the organization, describe their contribution to the project, and explain their roles and responsibilities in the project.
d.   How will library staff be trained or prepared to support the project?

e. Describe how the target audience will be made aware of the project; and

f. What will happen after the funding period has ended? For example, how will the library sustain the new program/service for library users? How will the library replace/update equipment funded for this project when it ages out?

6. **PROJECT TIMELINE** (for this year of the project, use response from Letter of Intent Application)

Complete the ~~Insert a~~ table to show the timeline of project activities with the expected completion dates and who is responsible for ensuring the activity occurs. More rows may be added, as needed. The timeline should have at least one entry for each month of the funding period and should be prepared in consultation with any partner(s). Include details such as planning meetings, training, testing, significant project targets and milestones, outreach activities to the potential audience(s), and evaluation activities. Be sure to allow for the local institutional approval process and grant program deadlines.

Multi-year Project Grants

Upload ~~Provide~~ a separate table as an attachment for each remaining year of the project.

7. **EVALUATION** (a. and b. must be entered separately)

How will you document and measure the success of this project in meeting the needs identified in #3 and the intended outcome in #4? Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals.

a. Before and after data is important to accurately measure and report effectiveness. How will you document the "outputs", or countable products, of the grant (the number of workshops taught, the number of objects scanned, or the number of website views)?

b. How will you illustrate whether the project reached or moved toward the intended outcomes? How will you document the changes brought about, in part, as a result of the project in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

8. **BUDGET** - use the following Budget Categories (A-F) to identify and describe all LSTA and matching expenditures.

A. Salaries/Wages/Benefits

Include all salaries, wages, and benefits paid to staff directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.

B. Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services incurred and invoiced by the consultant.

C. Travel, library staff only

Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

D. Supplies/Materials

Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under $5,000. Group items together by type or program, for example: Instead of listing each of these items on a separate row, group them together like this – Supplies for Learning Center (6 sets of books, seating, easel, sand table, board games, manipulatives, puzzles, rug).

E. Equipment that exceeds $5,000 per item

Only nonexpendable, tangible property with a per item acquisition cost over $5,000 should be listed here. Note that each of these items requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life.

F. Services

Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

G. Subtotal

Total the Matching Funds and LSTA Funds columns; calculate Matching Funds by the applicable percentage to determine the minimum matching amount required.

H. Indirect Costs may not be charged against Matching Funds in this program.

Select ONE of the following:

- Option 1: The library chooses not to include Indirect Costs.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

9. Budget Table (for this year of the project, use response from Letter of Intent Application)

Use the table below to prepare your budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. Add/delete rows as needed.

Multi-year Project Grants

Upload Provide a separate table as an attachment for each remaining year of the project.

	Budget Category – see descriptions above	Quantity of Items	Cost per Item	Matching Funds	LSTA Funds
A	**Salaries/Wages/Benefits**				
	Use separate row(s) for each staff person	1			
B	**Consultant Fees**				
	Use separate row(s) for each consultant	1			
C	**Travel, library staff only**				
	Use separate row(s) for each staff person	1			
D	**Supplies/Materials**				
	Group items together by type or program				
E	**Equipment that exceeds $5,000 per item**				
	Use separate row(s) for each different type of equipment; list multiples of the same type on one row.				
F	**Services**				
	Use separate row(s) for each service provider	1			
G	**Subtotal**				
H	**Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.**				

	☐ The library chooses not to include Indirect Costs. ☐ The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. ☐ The library has a rate of _____ % that has been negotiated with a federal agency.	
I	**Total LSTA Funds Requested (for this year)** ~~Round up to nearest dollar; use this total to enter in Online Signature Page~~	

10. ~~**BUDGET NARRATIVE**~~ – no longer needed, provide brief description of items in budget table.
a. ~~Provide a budget narrative that includes a clear explanation of each grant and matching expenditure proposed, in the same order as presented in the Budget Table.~~
b. ~~If applicable, provide equipment/hardware specifications for each equipment/hardware item and a vendor quote for equipment/hardware and software that will be purchased.~~
c. ~~If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.~~

11. MATCHING FUNDS REQUIRED are calculated against the Total LSTA Funds Requested. Use response from Letter of Intent Application; select ONE to identify the amount of matching funds required.
10% - this project has a partner that will contribute specific deliverables to the project in a new or expanded way, as described in #5c.
25%
33%
50%

12. MATCHING FUNDS / LOCAL COMMITMENT
Identify the source(s) of matching funds such as Friends group, foundation, local business, library budget, etc.

13. ABSTRACT (located at the beginning, use response from Letter of Intent Application)
Clearly and concisely summarize the project in 90-160 words; use this same text in the LSTA Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual's names, dollar amounts, etc.

LSTA ONLINE SIGNATURE PAGE ~~(click here to see a sample)~~
The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signatures so be sure to plan enough time for your local situation. The LSTA Online Signature Page will be ~~automatically~~ generated by the GMS. However, if your organization requires more than 3 weeks to obtain required signatures, complete and submit this LSTA Online Signature Page. Once the Signature Page has been generated, print the PDF file, obtain the required signatures in blue ink, and upload it with the Online Application.

SEE SECTION 4 FOR ADDITIONAL QUESTIONS. Depending on the goal selected or amount of funds requested, responses to additional questions may be required.

Section 4, ADDITIONAL QUESTIONS

GOAL 1, 2, 3, 4
PR1. PROJECT GRANTS, PREPARATION - Project Grant applications must reflect an effective planning process. Outline the planning process and any major decisions, including an explanation of alternative approaches that have been considered and why the proposed plan is the most desirable. If partnering with other institutions, explain the role that each proposed partner played in the planning process.

PL1. PLANNING GRANTS - Describe how the library proposes to involve the community in the planning efforts (e.g., current or future library users, trustees, community residents, community leaders, local government officials, institution staff and administration, local IT staff).

PL2. PLANNING GRANTS - Provide the following information for the selected consultant(s):
a. Name and address of the consultant/consulting firm and why this is the appropriate choice for this project;
b. Describe the type of planning you wish to carry out and the consultant's key responsibilities in the planning process;
c. Attach budget information from the proposed consultant (2 page maximum) that shows how the costs for services were calculated including, but not limited to, projected hours/days to be worked, fees, travel expenses, and other project related expenditures; and
d. Attach a brief resume (4 page maximum) that includes three organizations, with contact names, addresses, and telephone numbers, for which the consultant has performed similar planning activities during the past five years.

GOAL 4
DIGITIZATION GRANTS
Digitization applications must focus on topics important to the cultural heritage of North Carolina and improving access to the state's special collections. The majority of materials that will form the basis of the proposed project must be owned by the applicant library and projects with content of broad significance / interest are strongly preferred. Prior to applying for this grant, prospective applicants should have:
- Reviewed information about planning in preparation for an LSTA Digitization Grant;
- Identified the materials that will form the basis of the digitization project;
- Surveyed other existing digital collections to determine whether the materials to be digitized are already available online through other projects from other institutions;
- Reviewed the physical condition of the materials to be sure that they can be handled and digitized without causing significant harm to the originals;
- Ensured that materials to be digitized are arranged and described with adequate access points (finding aids, indices, catalog records, and/or inventories);
- Reviewed all documents related to the donation of the materials to ensure that the library has clear and undisputed ownership of the materials to be digitized;
- Contacted the rights holders and received permission to digitize the materials and make them freely available online (if the library materials to be digitized are not clearly in the public domain and permission for digitization and access is not covered in a donor agreement); and
- Surveyed existing technological capacity and identified areas of need for project completion and sustainability.

D1. SCOPE, CONTENT, AND NEED
a. Succinctly describe the materials, including quantity, that you propose to digitize and make available.
b. How are materials to be digitized currently arranged and described (finding aids, indices, catalog records, and/or inventories)? **Attach a two-page sample.**
c. How are these materials important to the cultural heritage of North Carolina? If the materials have statewide significance, please describe.

D2. RIGHTS AND PERMISSIONS
Does the library, and/or any partners, have all rights and permissions to create and make available to the public, online digital copies of materials? The State Library reserves the right to request any rights and permissions documentation.

D3. SHARING METADATA
All digitization projects supported by LSTA funds will be required, upon completion, to share item-level metadata with the Digital Public Library of America through the NC Digital Heritage Center.
Select ONE:
- Yes, the library will share item-level metadata with the Digital Public Library of America through the NC Digital Heritage Center.

- No, the library will not share item-level metadata with the Digital Public Library of America through the NC Digital Heritage Center. Explain thoroughly as choosing this statement may disqualify the application.

D4. DIGITIZATION
Describe the standards and best practices to be used for digitization. Digitization Project Grants must, at a minimum, follow the standards and practices outlined in <u>North Carolina's Digitization Guidelines</u>. Applicant libraries and all partners are required to provide Certification of Local Commitments (see Appendix A).

D5. ACCESS
What methods of digital access (cataloging, indexing, online mark-up, etc.) are you planning to use for your proposed project? Describe what kinds of metadata you will use and why. (At a *minimum*, this grant program requires 1) Dublin Core metadata at the collection level on the presentation web site and/or 2) MARC cataloging of library materials in a library online system with the appropriate linkage between the online version and the online catalog record via the MARC 856 field.)

D6. CAPACITY AND SUSTAINABILITY <mark>(a. and b. must be entered separately)</mark>
a. List the staff who will participate in the project and describe their expertise in the following areas: cultural heritage collections, including general management as well as traditional methods of preservation and access; digitization; web presentation; information technology support; and grant management.
b. Describe the information technology infrastructure and institutional support available to host, deliver, and maintain the digital product.

D7. OUTSOURCING <mark>(a. and b. must be entered separately)</mark>
If you are planning to outsource any portion of your project, include the following:
a. State exactly what services the vendor will be providing and your rationale for selecting these services (including justification of cost effectiveness).
b. Describe your selection criteria and how you chose your selected vendor.
c. Note any prior experience you have had with this vendor and describe any trial or demonstration you undertook during your planning process.

D8. PARTNER COMMITMENT LETTERS, if applicable (others respond with N/A)
Attach a letter from each partner institution (maximum length two pages <mark>per letter</mark>) that discusses the following:
a. The activities the partner institution has employed in their planning of this project;
b. Any prior experience the partner institution has in digitization and/or collaborative ventures;
c. The institution's understanding of its role in and support of the proposed project - both during the project's activities and for the long-term sustainability of the digitized materials;
d. Whether this partner will digitize or encode any or all of its material on site at the partner institution's location;
   - any additional work this partner will do for the project. For example, will this partner contribute to the development of any contextual material that will be used in the online presentation of the digitized material? Is this institution serving in or providing any other role (e.g. team leader, partner meeting facilitator or host)?
   - ownership of any equipment purchased by the lead project agent using LSTA funds following the completion of the grant project; and
   - supervisory responsibility for any project staff hired.

D9. CERTIFICATION OF LOCAL COMMITMENTS, APPENDIX A
<mark>Attach</mark> ~~Provide~~ one completed Appendix A with your application, plus one for each partner.

DIGITIZATION PROJECT GRANT
CERTIFICATION OF LOCAL COMMITMENTS, APPENDIX A

All partners (including the lead library or single library applicants) that participate in an LSTA Project Grant for digitization must certify the following. To do so, the Director or CEO of each partner should **initial to the right of each statement and sign below.**

- The copyright of materials to be reproduced digitally by this grant program are a) in the public domain, b) held by the library or one or more of the grant project partners, c) used by the library or project partners with the written permission of the copyright holder for publication on the World Wide Web, or d) materials that will be used pursuant to fair use governed by the Copyright Act, 17 USC § 107 et seq. The entity holding copyright agrees to the publication of digital copies of their materials as specified in this document on the World Wide Web.   _____

- All materials proposed for digital reproduction using funds from this grant are stored in appropriate preservation enclosures and are under stable environmental (humidity, light, and temperature) conditions.   _____

- All materials proposed for digital reproduction using funds from this grant have appropriate forms of "traditional access": finding aids and/or library online catalog records or museum registrar records.   _____

- All materials proposed for digital reproduction using funds from this grant will have master and access images created and stored in appropriate resolution, format, and storage media, as described in North Carolina's Digitization Guidelines.   _____

- All digital products created using funds from this grant will incorporate appropriate Dublin Core and MARC record forms of access.   _____

- All archival finding aids made Web-accessible using funds from this grant will make use of Encoded Archival Description.   _____

- Any digital products created through use of funds from this grant will be made accessible for the long-term over the internet.   _____

- Any digital products created through use of funds from this grant will be maintained and migrated according to current standards and best practices in order to ensure sustainability.   _____

_____   _____
Signature of Library Director or CEO   Date

GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1.   Grant Agreement and Timing of Expenditures
Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2.   Allowable and Unallowable Costs
Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.

   The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3.   Legal and Regulatory Compliance
Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4.   Budget Revisions and Programmatic Changes
Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5.   Records Retention
Grantees must maintain adequate records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report at the end of the Five Year Plan, or until all audit exceptions have been resolved, whichever is longer.

6.   Free and Open Competition
Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7.   Debarment & Suspension
Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification). See Excluded Parties List System at https://www.sam.gov .

8.   Equipment Purchases and Inventory
Equipment with a per unit price above $5,000 requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life. If fair market value at the time of surplus or disposal exceeds $5,000, disposal must be cleared with the State Library.

9.   Publicizing & Acknowledging Funds
Grantees are required to credit IMLS/LSTA in all related publications and activities in conjunction with use of the grant funds. Grantees should publicize grant-supported activities in available and appropriate media. The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/ program was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library. IMLS logos are available at
http://www.imls.gov/recipients/imls_acknowledgement.aspx

10.   Lobbying
Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over $100,000 must file a certification regarding lobbying.

11.   Non-discrimination
All library services provided as a result of federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d through 2000d-4); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); The Age Discrimination Act (42 U.S.C. 6101 *et. seq)*; 45 CFR 1110 - Nondiscrimination in federally assisted programs; 45 CFR 1170 - Nondiscrimination on the basis of handicap in federally assisted programs and activities; 45 CFR 1181 - Enforcement of nondiscrimination on the basis of handicap in programs or activities conducted by the Institute of Museum and Library Services.

12.   Trafficking in Persons
Grantees must comply with 22 U.S.C. § 7104(g) which prohibits engaging in trafficking in persons, procuring a commercial sex act, or using forced labor.

13.   Audit and Financial Reporting Requirements
LSTA grants must be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations. The following source documents outline the standards and requirements:
* United States Office of Management and Budget (OMB) 2 CFR 200, Subpart F - Audit Requirements
* North Carolina General Statute 143C-6-23 "State grant funds: administration; oversight and reporting requirements," and the corresponding rules of North Carolina Administrative Code, Title 09, Chapter 03M, "Uniform Administration of State Grants."

LEGAL REFERENCES:
* 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [address grants and cooperative agreements pertaining to institutions of higher education, states, local governments, Indian tribes, and nonprofit organizations]
* 2 CFR Part 3185 - Nonprocurement debarment and suspension
* 2 CFR 3186 - Requirements for drug-free workplace